

October 8, 1963.

MEMO FOR: All Secretaries in the Immediate Office of DD/S&T

Subject : Mail Control Procedure and Related Information

1. All incoming mail to the DD/S&T and his immediate office is controlled by the DD/S&T Registry, which is located in room 3E-13.

2. All outgoing mail from the DD/S&T or his immediate office is also controlled by the DD/S&T Registry.

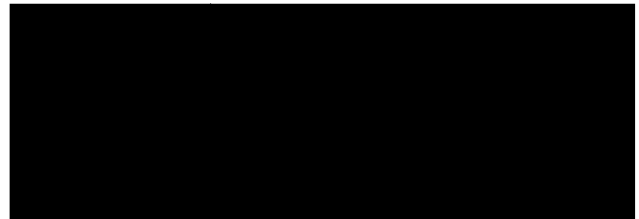
3. All Memoranda originated by the DD/S&T or his immediate office are controlled with a document control number. There are various types of control numbers depending upon the degree of sensitivity. Before typing a memo please obtain the appropriate control number from the registry, so that it may be affixed at the time the memo is typed.

4. There is required for the registry files two (2) copies of all memo's originated by the DD/S&T or his immediate office. One copy is for the subject file (white) and the other is for the chrono file (yellow).

5. It is also requested, for the increased efficiency, that outgoing mail be placed in one box in a point centrally located.

6. It has been noted, as of late, that there has been an increase in requests for special courier service. Since the registry is not staffed adequately to provide this increase, it would be appreciated if an effort would be made by all to reduce this as much as possible.

Miscellaneous items - It should be noted at this time that the responsibility of the DD/S&T Registry, in relation to the supply cabinet, is its physical location and that's all. It should be a joint effort by all to help replenish the supplies when they are used.



DD/S&T Registry

25X1A